

TIME AND VEHICLE USAGE DATA					
(Enter Number of Hours (rounded up) Under the Appropriate Use Category)					
TIMES USED	ADMIN	CADET ACTIVITIES	MISSION SUPPORT	OTHER	OTHER DESCRIPTION
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
TOTAL					
* ANNOTATE TOTAL NUMBER TIMES USED IN THE UPPER LEFT SECTION OF BLOCK					
* ANNOTATE TOTAL NUMBER OF HOURS IN THE LOWER RIGHT SECTION OF BLOCK					

CAP VEHICLE INSPECTION GUIDE AND JUSTIFICATION		
MONTH / YEAR		END OF MONTH ODOMETER READING
WING / REGION		CHARTER
VEHICLE IDENTIFICATION NO. (VIN)		YEAR OF VEHICLE
VEHICLE MAKE	VEHICLE MODEL	FIELD ID NO.
ITEMS TO BE CHECKED DAILY <i>(operator's signature required on inside page to verify inspection)</i>		
1.	REGISTRATION / PROOF OF INSURANCE	
2.	FIRE EXTINGUISHER / FIRST AID KIT	
3.	DAMAGE <i>(exterior and interior, missing parts)</i>	
4.	TIRES <i>(visually check for damage / abnormalities)</i>	
5.	ENGINE OIL AND COOLANT <i>(visually check fluid levels)</i>	
6.	BATTERY CONDITION	
7.	LEAKS <i>(visually check fuel / oil / coolant)</i>	
8.	DRIVE BELTS / HOSES <i>(visually check for fraying or cracking)</i>	
9.	LIGHTS <i>(visually check for proper operation)</i>	
10.	BACK UP ALARM / EMERGENCY FLASHERS <i>(functionally check proper operation)</i>	
11.	SAFETY DEVICES <i>(seatbelts / harness, headrests, etc.)</i>	
12.	INSTRUMENTS / HORN <i>(functionally check proper operation)</i>	
13.	WINDSHIELD WIPERS / WASHER <i>(functionally check for proper operation / condition)</i>	
14.	BRAKES / STEERING <i>(functionally check responsive / effective / smooth)</i>	
15.	MIRRORS <i>(rearview / side)</i>	
16.	EXHAUST SYSTEM	
17.	WINDOWS <i>(functionally check proper operation)</i>	
18.	RADIO MOUNTS <i>(CAP added equipment)</i>	
19.	CURRENT STATE INSPECTION STICKER <i>(if applicable)</i>	
20.	TIRE PRESSURE <i>(checked monthly – requires signature and date below)</i>	
	Signature:	Date Performed:

VEHICLE OPERATOR DISCREPANCY REPORT

[illegible]

OPERATOR'S SIGNATURE

(SIGNATURE SIGNIFIES ACCOMPLISHMENT OF INSPECTION)

DAY	SIGNATURE	DAY	SIGNATURE
1		17	
2		18	
3		19	
4		20	
5		21	
6		22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15		31	
16			

ADDITIONAL COMMENTS

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